



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 5213.1A
B 013
6 Jun 01

MARINE CORPS BASE ORDER 5213.1A

From: Commanding General
To: Distribution List

Subj: MANAGEMENT OF BLANK FORMS

Ref: (a) MCO 5213.7C
(b) MCO 5213.8

Encl: (1) Stocking Activity Codes
(2) Numerical Listing of MCCDC/MCB Blank Forms

1. Purpose. To establish policy, guidance, and responsibility for forms management at MCB, Quantico.

2. Cancellation. MCBO 5213.1.

3. Summary of Revision. This order is a major revision and should be read in its entirety. There is a critical change in the processing of MCCDC/MCB Quantico forms and requests for all forms carried in the Federal system, (i.e., DD, NAVCOMPT, NAVMC forms, etc.).

4. Information

a. Enclosure (1) is a list of the stocking activity codes. Enclosure (2) is a list of the blank forms presently produced for the Base. This order is to be used to satisfy requirements for blank forms and to assist in their requisitioning, stocking, and issue. Reference (a) establishes the responsibilities and objectives for forms management in the Marine Corps. Reference (b) provides guidance for the management of blank forms within CMC, MCB, and Marine Corps Systems Command.

b. Certain printed items with limited blank spaces for insertion of specified data may be exempt from forms management unless it is advantageous to number them for control, reference, printing, stocking, and requisitioning or the information solicited is covered by the Privacy Act. Examples of forms that may be exempt are:

Certificates
Diplomas
Contract provisions
Cover sheets

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Manuscript covers
Address tags
Folders
Envelopes
Formats
Form letters used to disseminate information

c. All form requests (reprints, revision, or new), are to be brought or sent to the Forms Manager, Adjutant Branch (B 013), G-1, Bldg. 3250, Room 107 before going to Defense Printing Service Detachment Office (DPSDO). Allow 2 weeks for reprinting of forms after a completed, signed copy of the DD Form 844, Requisition for Local Duplicating Service, has been submitted to the Forms Manager along with the requested form.

d. Proposed new forms sent for analysis require a lead time of 4 weeks for design and 2 additional weeks for printing.

e. Data needed for form format should accompany existing or new forms to be converted to electronic forms. Facsimile or copy of form with signed DD Form 844 should be submitted along with data.

5. Action

a. Adjutant

(1) Administer the subject program and designate a Forms Manager for this Base.

(2) Develop new forms in an electronic format using the approved Marine Corps standard form program.

(3) Assume complete responsibility for producing, reproducing, storing, and distributing the designed electronic product. Provide assistance with the approved software.

(4) Process all forms before sending to DPSDO.

(5) Review requests prior to printing of all forms not locally stocked but carried in Federal supply systems.

(6) Comply with the Privacy Act of 1974 in the forms management program.

(7) Maintain data for historical files on forms.

(8) Maintain reference files on systems sponsored forms used at this Base.

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(9) Analyze and approve the development of locally produced forms and recommend revisions or possible expanded use of forms.

(10) Monitor and ensure requests from form sponsors do not exceed a year's supply when printing MCCDC forms. The only exceptions are forms stocked at Direct Support Stock Control (DSSC), Self-Service that have a 180-day stocking level.

(11) Review new or revised orders that include any type of forms.

b. Assistant Chief of Staff, G-4. Direct the Head, Material Branch to provide the Forms Manager, Adjutant Branch, for review a list of MCCDC forms not meeting DSSC 180-day stocking criteria.

c. Addressees

(1) Route requests for all forms through the Forms Manager, Adjutant Branch, prior to local reproduction.

(2) Coordinate with the Forms Manager, Adjutant Branch, prior to the development, design, revision, or cancellation of forms.

(3) Use existing forms when possible in lieu of developing new forms.

d. Sponsors of Forms

(1) Evaluate annually enclosure (2) which contains those forms created by your organization. Check the stocking activity column to determine whether these forms are still current and required or need to be revised, cancelled, or another existing form can be used in its place.

(2) Review the forms in enclosure (2) for:

(a) Revision

(b) Cancellation

(c) Utilization of another existing form

(d) Conversion to electronic format

(3) Electronic and Computer-Generated Forms

(a) Ensure that existing forms are not duplicated by electronic processes (word processors or related software packages) unless written approval from the functional sponsor/originator and Forms Manager, Adjutant Branch, is obtained.

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(b) Designate an individual as the focal point for electronic and computer-generated forms. Individuals designated must be familiar with the capabilities and limitations of electronic hardware and software in their organization.

A handwritten signature in black ink, appearing to read "D. L. Wright". The signature is stylized with a large, looped initial "D" and a cursive "L" and "W".

D. L. WRIGHT
Chief of Staff

DISTRIBUTION: INTERNET

STOCKING ACTIVITY CODES

NOTE: Abbreviations shown are designed for forms control only.

ACCTB	Accounting Branch
ADJ	Command Adjutant
AWS	Amphibious Warfare School
BASE	MCCDC/MCB
BGTB	Budget Branch
BLKFMS	Blank Forms/Self-Service
BRIG	Brig
CCSS	Command and Control Systems School
CDC	Child Development Center
CHAP	Chaplain
CMCC	Classified Material Control Center
COMP	Comptroller Division
CONAD	Consolidated Admin Office
CVIC	Combat Visual Information
EF/	Electronic Forms
FACD	Facilities Division
FCS	Family Service Center
FHB	Family Housing Branch
FINBR	Finance Branch
FIRE	Protection/Prevention
FSB	Food Service Branch
HQSB	Headquarters and Service Battalion
HRB	Human Resources Branch
LOGD	Logistics Division
MAINTB	Maintenance Branch
MATB	Materiel Branch
MCCS	Marine Corps Community Service
MCU	Marine Corps University
MILPERS	Military Personnel Branch
NREA	Natural Resources and Environmental Affairs Branch
OCS	Officer Candidates School
OPSD	Operations Division
PAO	Public Affairs Officer
PWB	Public Works Branch
P&CB	Purchasing and Contracting Branch
REAB	Resource Evaluation and Analysis Branch
RECB	Recreation Branch
RSU	Reserve Support Unit
SAFD	Safety Division
SCBN	Security Battalion
SCTYM	Security Manager
SJA	Staff Judge Advocate
SNCOA	Staff Noncommissioned Officers Academy

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STB	Standards Branch
SUP/MT	Support Branch/Motor Transportation
TBS	The Basic School
T&ECOM	Training and Education Command
WTBN	Weapons Training Battalion

ENCLOSURE (1)

NUMERICAL LISTING OF MCCDC/MCB BLANK FORMS

<u>Number</u>	<u>Issued/ Revised</u>	<u>Title</u>	<u>Stocking Activity</u>
1000/1	11/91	Comments Card	MILPERS
1010/2	10/98	Uniform Inspection	SNCOA
1010/3	10/98	J.O.B. Display Checklist	HQSB
1010/4	3/98	BOQ Room Inspection	TBS
1010/5	10/98	Uniform Inspection	BRIG
1010/6	6/96	Morning Inspection	BRIG
1020/1	10/98	Uniform Log	EF/TBS
1020/2	6/98	Uniform Layout	TBS
1020/3	6/98	SNCO/Officer Uniform Inspection Checklist	HQSB
1020/4	6/98	Wall Locker Inspection Checklist	HQSB
1020/5	1/97	Service "A" Uniform	SNCOA
1040/1	9/98	Career Planner School	
1050/1	1/90	Liberty Log	OCS
1070/1	2/94	Unit Diary Data Sheet	OCS
1070/2	10/92	Unit Diary Card (ALL)	BLKFMS
1070/3	1/94	Service Record Book Control Card	TBS
1070/4	8/86	Platoon Leaders Notebook Card	BLKFMS
1070/4A	5/90	Platoon Commander's Notebook	TBS
1070/5	8/94	Personal Identification	TBS
1070/6	6/98	Military Personnel Records	SJA
1070/8	10/97	SOP Retention and Separation Checkout Sheet	OCS
1070/9B	9/98	Personnel Data Sheet-Beginner Assignment	SNCO
1070/10	10/98	OCS Check-In/Out Sheet	OCS
1070/10A	9/98	In-Processing/Check-In	OCS
1070/10B	9/98	Checkout Sheet	OCS
1070/12A	8/91	Student Check-In	HQSB
1070/12B	3/01	Personnel Check-In Sheet	CONAD
1070/13B	4/02	Personnel Check-Out Sheet	CONAD
1070/14	10/98	Personnel Action Request	EF/BASE
1070/18	4/90	Counseling Worksheet-LCPL and Below	FSC
1070/19	7/92	SACO Interview Report	EF/TBS

ENCLOSURE (2)

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<u>Number</u>	<u>Issued/ Revised</u>	<u>Title</u>	<u>Stocking Activity</u>
1070/23	10/98	Married Officers Information	EF/TBS
1070/24	10/98	Enlisted Check-In Sheet	EF/TBS
1070/24A	10/98	Enlisted Checkout Sheet	EF/TBS
1070/24B	1/96	Officers Check-In/Out Sheet	EF/TBS
1070/25	11/92	Record of Emergency Data	TBS
1080/1	6/91	Daily Morning Report/Status Report	OCS
1080/2	1/92	Master Key Application Card	FHB
1080/2A	4/98	Master/Key Application Card (Added Statement)	FHB
1080/3	4/90	Platoon Morning Report	OCS
1080/8	11/98	Morning Report	EF/TBS
1100/1	11/98	Student Interview Record	EF/TBS
1100/1A	9/98	Student Interview Record (Failure)	EF/TBS
1100/1B	9/98	Student Interview Record (Performance/Infraction)	EF/TBS
1100/1C	8/92	Student Interview (Two or More Failures)	EF/TBS
1100/1D	9/98	Student Interview Record (Academic Examination)	EF/TBS
1100/1E	6/98	Student Interview Record (Counseling)	TBS
1100/2	9/90	Student Interview	OCS
1100/2A	12/96		
1100/3	6/98	Student Interview Record	TBS
1230/1	4/90	Drill Instructor Information Sheet	OCS
1230/2	11/98	Drill Evaluation Sheet	EF/TBS
1320/1	1/99	Certificate of Exemption from State Tax on Occupancy of Hotel Room	LODG
1320/3	11/98	Transfer Data Sheet	EF/TBS
1320/4	8/96	TBS Student Transfer Data Sheet	EF/TBS
1320/5	10/96	Disbursing Checklist for Demobilization of Reserve Marines	EF/RAD
1320/6	9/98	Travel Itinerary for Reserve Marines	EF/RSU
1320/9	9/98	Sponsorship Request	FSC
1320/10	8/98	Family Registration	FSC
1320/11	8/98	Youth Sponsor Request "Kids in Touch with Kids"	FSC

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<u>Number</u>	<u>Issued/ Revised</u>	<u>Title</u>	<u>Stocking Activity</u>
1320/12	8/98	Sponsorship Evaluation	FSC
1320/13	8/98	Sponsorship Checklist	FSC
1330/1	5/92	Candidate Drop Sheet	OCS
1330/2	8/90	Military Occupational Specialty Poll	TBS
1330/3	1/95	Family Support	MILP
1416/1	9/91	Tactics VII Exam	TBS
1500/1	8/91	Class Attendance	TBS
1500/2	9/98	Training Area and Range (TAR) Request	EF/OPSD
1500/4	6/98	Hold Harmless Agreement	EF/OPSD
1500/4A	12/96	Family Home Day Care Hold Harmless Agreement	FSC
1500/8	6/94	SME Task Data Sheet	STB
1500/12	6/95	Evaluation	AWS
1500/17	8/98	Class Designator/Name	TBS
1510/2	11/95	Advance Course Receipt for Individual Equipment	SNCOA
1510/4	10/98	After Instruction/Examination Report	EF/SNCOA
1510/5	6/96	Combat Course Evaluation Sheet	OCS
1510/6	8/89	Advance Course Student Data Sheet	SNCOA
1510/7	6/96	Sule I Grade Sheet	OCS
1510/8	6/96	Sule II Grade Sheet	OCS
1510/8A	3/91	Sule II Grade Sheet..Woman Officer Candidates	OCS
1510/9	2/90	Graded Events Roster	SNCOA
1510/10	6/98	Sule II Reaction Course Time Card	OCS
1510/10A	6/96	Sule II Reaction Course Grade Sheet	OCS
1510/11	11/98	Drill Card #1	SNCOA
1510/12	6/98	Drill Card #2	SNCOA
1510/13	11/98	Drill Card #3	SNCOA
1510/14	11/98	Drill Card #4	SNCOA
1510/15	6/98	Heat Conditions (Training)	EF/TBS
1514/2	6/98	Course Critique	WTBN
1514/3	6/98	The Basic School End of Course Critique	TBS
1514/3A	8/98	Leatherneck: End of Course Critique	WTBN
1514/4	6/98	Candidate End of Course Critique	OCS

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<u>Number</u>	<u>Issued/ Revised</u>	<u>Title</u>	<u>Stocking Activity</u>
1514/7	11/97	TMI Grade Sheet	SNCOA
1514/9	10/97	Critique Sheet..Exam	TBS
1514/10	5/91	Academic Record	SNCOA
1514/11	6/98	Instruction Critique Report	OCS
1514/14	6/98	Critique Sheet for Individual Briefings	AWS
1520/2	6/98	Board Proceedings	OCS
1520/3	11/97	Processing Endorsement	TBS
1520/5	11/97	Morning Reports.Company	TBS
1520/5A	6/98	Staff NCO Academy Morning Report	SNCOA
1520/6	11/98	Problem Assignment Roster	EF/TBS
1520/7	11/97	Student Data Sheet	SNCOA
1520/8	11/97	Leadership Discussion Group Assignments	TBS
1520/9	6/98	Leadership and Performance Evaluation	TBS
1520/15	10/98	Instructional Rating	EF/BASE
1520/15A	10/98	Instructional Rating Form	EF/AWS
1520/15B	6/98	Instructional Rating	TBS
1520/15C	8/98	Instructional Rating Form	CCSS
1520/16	8/98	Daily Missed Instruction Report	TBS
1520/17	6/98	COS Staff Analysis of Instruction/ Route Sheet	CCSS
1520/18	6/98	Instructional Rating	TBS
1520/21	12/97	Rating Sheet	TBS
1520/25	10/98	Command Peer Evaluation	TBS
1520/26	4/96	Embarkation Tag (TBS)	BLKFMS
1520/27	8/98	Leadership Performance Record	TBS
1530/1	8/98	BOC Weight Sheet	TBS
1530/2	6/98	TBS Student Data	TBS
1530/3	1/96	Background Data Sheet	TBS
1530/4	11/96	Inspection Report	OCS
1530/5	8/98	National Agency Check	OCS
1530/6	6/98	Candidate Training Record/PLC JR, OCC, PLC COMB, PLC SR, NROTC/NA	EF/OCS
1530/7	8/98	Company Assignment Sheet	OCS
1530/7A	8/98	Officer Candidate Training Record (Page 2)	OCS
1530/7B	8/98	Daily Performance Record	OCS
1530/8	12/98	Evaluation Report	OCS
1530/8A	6/98	Drill Evaluation - Card 1	OCS
1530/8B	6/98	Drill Evaluation - Card 2	OCS
1530/8C	6/98	Drill Evaluation - Card 3	OCS

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<u>Number</u>	<u>Issued/ Revised</u>	<u>Title</u>	<u>Stocking Activity</u>
1530/9	12/98	Clothing Size Form	MATB
1530/9A	6/98	Combined Roster, Shortage/Receipt for Clothing	MATB
1530/9B	12/98	Clothing Chit	MATB
1530/11	4/96	Address Card	OCS
1530/14	6/98	Interim Servicemen's Group Life Insurance Election	OCS
1530/15	6/98	Student Training Record - Female Marine	OCS
1530/15A	6/98	Student Training Record - Male Marine	OCS
1530/16	6/98	Daily Labor Distribution- Maintenance	MAINTB
1530/17	6/98	Officer Candidate Station Check Card	OCS
1530/18	6/98	Reaction Course Test Sheet	OCS
1530/19	6/98	Candidate Billet Assignment	OCS
1530/20	6/98	Candidate Billet Evaluation	OCS
1530/21	6/98	Candidate Information Sheet	OCS
1530/22	6/98	Individual Circuit Training Card	OCS
1530/23	6/98	VIP Information	OCS
1530/24	6/98	Roaring Circuit	OCS
1530/25	11/98	Candidate Interview	OCS
1530/26	10/97	Field Meet Score Card	OCS
1530/27	6/98	Day/Night Compass Course	OCS
1530/30	12/98	Command Evaluation	OCS
1543/1	8/97	Student Place Card	CCSS
1543/3	8/98	Warning Order	TBS
1543/5	3/92	Large Warning Order	TBS
1550/2	6/98	Curriculum Analysis	TBS
1550/3	6/98	Question Review Sheet	TBS
1550/4	6/98	Request for Grade Update	TBS
1550/5	1/90	Map Instruction	OCS
1550/6	11/97	After Instruction Report	TBS
1550/7	11/90	Instructions For Evaluator	TBS
1550/24	7/94	Student Questionnaire	MCU
1550/27	10/98	After Instruction Report	AWS
1550/30	8/84	Schedule Card	AWS
1550/33A	8/98	Rating.Examination	WTBN
1601/1	8/98	Military Police Duty Roster	SCBN

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<u>Number</u>	<u>Issued/ Revised</u>	<u>Title</u>	<u>Stocking Activity</u>
1601/4	2/92	Duty Roster	TBS
1610/1	4/94	Peer Evaluation	TBS
1610/2	8/91	Leadership Evaluation Worksheet	TBS
1610/3	3/97	Fitness Report Rough	TBS
1610/4A	10/94	Fitness Report Control Sheet	TBS
1610/5	7/91	Peer Evaluation Worksheet	TBS
1620/2	6/97	Disciplinary Restraint Notice	HQSB
1640/1	3/99	Prisoner Status Card	BRIG
1640/1A	7/90	Prisoner Status Breakdown	BRIG
1640/3	5/89	Item Turn-In	BRIG
1640/3A	8/90	Daily Guard Property	BRIG
1640/4	5/89	Weekly Supply Request	BRIG
1640/5A	11/90	Prisoner Information Card	BRIG
1640/5B	12/91	Quarterdeck Prisoner's Information Card	BRIG
1640/6A	11/90	Report of Contraband	BRIG
1640/7	11/96	Confinee Movement Pass	BRIG
1640/8	1/92	Valuables Confinement/Release Check Off	BRIG
1640/10A	10/98	Daily Custody and Assignment Report	BRIG
1640/10B	11/90	PADS Information	BRIG
1640/11	3/99	Prisoner Spot Evaluation Report	BRIG
1640/11A	10/98	Guard Mount Inspection	BRIG
1640/12	5/88	Prisoner File & Records Checklist	BRIG
1640/12A	6/91	Personal History Questionnaire	BRIG
1640/13	8/96	Request for Purchase at PX Call	BRIG
1640/14	2/92	Chow Roster for Special Quarters 1 & 2	BRIG
1640/15	2/92	Sentence Computation	BRIG
1640/16	2/92	Custody Break Down	BRIG
1640/17	11/98	Command Visitation	BRIG
1640/17A	11/90	Checkout Sheet (CORRFAC)	BRIG
1640/20	8/90	Examination Answer Sheet	BRIG
1640/21	12/90	Special Quarters Assignment	BRIG
1640/22	8/91	DS/SD Inspection Sheet	BRIG
1650/6	8/98	Physical Training Log Sheet	RECB
1700/1	8/98	Chronology of Parents Contact	SCBN
1700/2	11/96	Notice of Hazard	SAFD
1700/3	8/98	Family Child Care Referrals	CDC

ENCLOSURE (2)

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<u>Number</u>	<u>Issued/ Revised</u>	<u>Title</u>	<u>Stocking Activity</u>
1700/4	8/98	Child Development Center Starting Information	CDC
1700/5	8/98	Family Child Care Tuition	CDC
1700/6	8/98	Statement of Understanding... Regarding Child Care Resouces	CDC
1700/7	8/98	Income Eligibilty Statement	CDC
1700/8	8/98	Student Profile	CDC
1710/1	6/98	Musical Support Request	EF/OPSD
1710/2	8/96	Sailing Card	RECB
1710/1A	8/94	Custody Card	BAND
1710/2A	10/99	Boat Slip and Recreational Vehicle Storage Contract	RECB
1710/2B	10/93	Overnight Berthing	RECB
1710/3	1/94	Classified Ad - The Quantico Sentry	PAO
1710/4	8/96	Waiver of Liability	RECB
1710/4A	10/98	Patron Sign-in and Release from Liability/Agreement to Identify	RECB
1710/5	6/98	Auto Hobby Shop Registration	RECB
1710/5A	12/94	Statement of Understanding for Projects in the Auto Hobby Shop Engine Room	RECB
1710/6	1/90	MCCDC Stables Spring Horse Trail Entry	RECB
1710/6A	9/93	Lesson Sheet - Stables	RECB
1710/7A	9/91	Lessons	RECB
1710/8	6/98	Request for Equipment Rental\ Civilian\Lunga Reservoir	RECB
1710/8A	8/93	Lunga Park Patron Survey	RECB
1710/9	6/98	Request for Equipment Rental\ Military\Lunga Reservoir	RECB
1710/9A	7/93	Gear Issue	RECB
1710/10	5/90	Pin Point Card	RECB
1710/10A	5/97	Summer Adventure Camp Pick-up Authorization	RECB
1710/10B	5/97	Summer Adventure Camp Medical Treatment Release	RECB
1710/10C	9/96	Lunga Picnic Area Reservation Request	RECB
1710/11	5/90	Long Drive Card	RECB
1710/11A	5/91	Application for Membership.. Medal of Honor Golf Course	RECB
1710/12	6/91	Club Rental Contract	RECB
1710/12A	11/92	Daily Sign-in Sheet	RECB
1710/13	6/91	Daily Chemistry Log	RECB

ENCLOSURE (2)

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<u>Number</u>	<u>Issued/ Revised</u>	<u>Title</u>	<u>Stocking Activity</u>
1710/13A	8/98	Application for Swimming Lessons	RECB
1710/14	6/98	Larson Gymnasium Hand Receipt	RECB
1710/14A	3/95	Larson Gym Sign-In Sheet	RECB
1710/14B	6/93	Class Sign-up Sheet	RECB
1710/14C	6/93	Semper Fit Program Questionnaire	RECB
1710/14D	1/94	Semper Fit Qualification/Assessment Score Sheet	RECB
1710/14E	6/98	Semper Fit Attendance Card	RECB
1710/15	6/90	Member Sign-In Sheet	RECB
1710/15A	2/99	Quantico Youth Baseball League- Registration	RECB
1710/15B	7/98	Youth Soccer Registration	RECB
1710/15C	6/98	Quantico Youth Basketball League- Registration	RECB
1710/16	6/90	Acquisition Form	MCCS
1710/17	7/90	Weekly Patron Activity Count	RECB
1710/18	9/94	Video Rental Membership Agreement	RECB
1710/19	6/96	Patron Authorization Form for Parking Space at MWR Auto Hobby Shop	RECB
1710/20	2/91	Golf Course Cashier Worksheet	RECB
1710/21	2/93	Golf Daily Tally Sheet	RECB
1710/22	10/98	Record of Allocated Nonappropriated Funds	EF/MCCS
1710/22A	6/98	Facilities Purchase Order Worksheet	FACD
1710/23	10/98	Purchases From the MWR Retail Branch	EF/MCCS
1710/24	11/98	Weekday Tee Times	EF/MCCS
1710/25	4/97	Temporary Hand Receipt	RECB
1710/26	3/95	Trailer User Agreement Contract	RECB
1710/27	5/95	MWR Summer Swim Program- Registration Form	RECB
1710/28	6/98	Volunteer Agreement	RECB
1710/29	6/98	Youth Sports Volunteer Application	RECB
1710/30	4/97	Level 1: Water Exploration	RECB
1710/31	8/98	Level I: Primary Skills	RECB
1710/32	9/98	Level III: Stroke Readiness	RECB
1710/33	4/97	Level IV: Stoke Development	RECB
1710/34	4/97	Level V: Stroke Refinement	RECB
1710/35	4/97	Level VI: Advanced Skills	RECB
1710/36	4/97	Level VII: Advanced Skills	RECB
1720/3	8/91	TBS Routing Sheet	TBS
1720/3A	11/90	Routing Sheet/with Legal	TBS
1730/2	5/99	Chapel Use Application	EF/CHAP

ENCLOSURE (2)

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<u>Number</u>	<u>Issued/ Revised</u>	<u>Title</u>	<u>Stocking Activity</u>
1730/3	4/93	Checklist for Newly Married	FSC
1730/7	11/92	Command Religious Program Survey	HQSB
1734/1	2/92	Counseling Worksheet	TBS
1734/1A	12/96	SPC Counseling	TBS
1734/2	3/92	E-4 and Below Performance Report	TBS
1734/3	6/90	Informal Counseling Record	SNCOA
1734/3A	3/92	Informal Counseling Sheet All Ranks	TBS
1734/3B	3/92	Formal Counseling Sheet Corporal and Below	TBS
1734/5	9/90	Student Counseling Record	SNCOA
1734/6	11/94	Record of Counseling	TBS
1734/7	5/91	Counselor Sign In	BRIG
1734/9	3/93	Counseling & Pro/Con Worksheet	TBS
1754/1	10/91	Client Sheet (Family Service)	FSC
1754/1A	3/94	Privacy Act Statement	FSC
1754/2	9/98	Observation	CDC
1754/2A	8/98	Daily Checklist	FSC
1754/2B	2/99	Developmental Objectives	CDC
1754/3	6/93	Client Data Sheet	FSC
1754/3A	2/99	Diaper Changes & Bathroom Schedule	FSC
1754/3B	7/96	Lesson Plans	FSC
1754/4	10/98	Administrative Orientation Checklist	FSC
1754/4A	10/98	"My Day" Daily Report	FSC
1754/4B	8/98	Sign-in Sheet	FSC
1754/5	9/90	Family Home Day Care Sponsor Consent for Special Activities	FSC
1754/5A	11/96	Family Home Day Care Sign-in Sheet	FSC
1754/5B	11/96	Permission for Use of Hourly Care	FSC
1754/6	6/96	Child Development Center Hourly Care	FSC
1754/6A	10/98	Child Development Center MCB Individual Education Plan Trng Record	FSC
1754/6B	8/98	Outdoor Playground Checklist	FSC
1754/6C	8/98	Activity Plan	CDC
1754/7	10/98	Toddler Activity Plan	FSC
1754/7A	10/98	Morning Centers	FSC
1754/7B	9/98	Child Development Center Safety/ Sanitation Checklist	FSC
1754/8A	9/97	Evaluation Checklist	FSC
1754/8B	10/98	Program Orientation Checklist	FSC
1754/9	8/98	Ratio Sheets	FSC
1754/9A	7/96	Field Trip Permission #1 MCB Child Development Center	FSC

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<u>Number</u>	<u>Issued/ Revised</u>	<u>Title</u>	<u>Stocking Activity</u>
1754/9B	7/96	Field Trip Permission #2 MCB Child Development Center	FSC
1754/10	10/98	Management Safety Checklist	FSC
1754/10A	2/99	Child Development Center Incident Report	CDC
1754/10B	8/98	USDA Count	CDC
1754/10C	8/98	Denial of Service	CDC
1754/10D	8/98	Parent/Teacher Conference Child Development Center	CDC
1754/11	11/96	Family Child Care Monthly Report	FSC
1754/11A	11/96	Family Child Care Direct Cash Payment Program Child Attendance Roster	FSC
1754/11B	11/96	Family Child Care Direct Cash Payment Program Request for Payment	FSC
1754/12	6/93	Case Activity Notes	FSC
1754/13	9/93	Welcome Aboard Package	FSC
1754/14	10/91	Family Advocacy Program Questionnaire	FSC
1754/14A	7/93	Family Advocacy Treatment Record	FSC
1754/14B	7/93	Family Advocacy Consultation Sheet	FSC
1754/15	2/95	Adopt-a-Family Holiday Program Family Application	FSC
1754/15A	2/95	Adopt-a-Family Holiday Program Sponsorship Application	FSC
1754/16	10/91	Contact Log	FSC
1754/17A	3/95	TAP Seminar Sign-in	FSC
1754/18	10/93	Spouses' Workshop	MCU
1754/18A	10/93	Spouses' Workshop Daily Evaluation	MCU
1754/18B	3/93	Name Chart	FSC
1754/19A	10/93	Twenty Verbs	MCU
1754/19B	10/93	Teambuilding Goals and Activities	MCU
1754/20	8/98	Child Development Center Hourly Sign-in Sheet	FSC
1754/20A	11/96	Family Child Care Sponsor Consent for Special Activities	FSC
1754/20B	6/98	Child Development Programs Needs Assessment	CDC
1760/1	8/98	Disability Checklist	FSC
1900/1	8/90	Discharge Information Sheet	OCS
1961/1	10/93	Separation Brief Card	RSU
2000/1	1/93	B2500X Communications Practical Exam Evaluation Sheet	TBS

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<u>Number</u>	<u>Issued/ Revised</u>	<u>Title</u>	<u>Stocking Activity</u>
2040/10	4/91	Commitment Sheet for Pick-up	TBS
2040/11	4/91	Commitment Roster	TBS
2100/1	9/98	Message Action Change Request	CMC
3040/1	10/98	Casualty Information Report (CIR)	TBS
3300/1	9/98	Synchronization Matrix	T&ED
3301/2	6/96	BFT 5 Paragraph Order Problem	OCS
3310/1	4/98	Joint Tactical Air Strike Request	TBS
3310/1A	4/98	Joint Tactical Air Strike Request	SNCOA
3310/2	4/98	Assault Support Request	TBS
3310/2A	4/98	Tactical Evaluation	TBS
3310/3	6/98	Tactical Leadership Evaluation	TBS
3310/4	4/98	ZIPPO Brief	TBS
3340/1	11/90	Heliteam Wave and Serial Assignment Table	AWS
3340/2	11/90	Landing Craft and Amphibian Vehicle Assignment Table	AWS
3340/3	11/90	Landing/Sequence Table	AWS
3340/4	12/92	Helicopter Employment and Assault Landing Table	AWS
3340/5	12/92	Serial Assignment Table	AWS
3340/6	12/92	Landing Diagram	AWS
3461/1	9/96	Captive Tag	TBS
3500/2	2/93	Patrol Report	TBS
3500/3	11/95	Receipt for Individual Equipment	TBS
3500/3A	3/96	Receipt for Individual Equipment.NBC	TBS
3523/2	2/96	Appendix-Radio Plan (Communication- Electronics) to Operation Order	CCSS
3530/2	7/91	Land Navigation Exercise	WTBN
3550/2	1/90	Coach Evaluation	WTBN
3550/6	8/96	Equipment Custody Control/ Accountability	TBS
3550/7A	7/93	TBS Relay Roster	WTBN
3550/10	8/96	Commitment/Critique Sheet	TBS
3573/4	4/98	Landing Zone Brief	TBS

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<u>Number</u>	<u>Issued/ Revised</u>	<u>Title</u>	<u>Stocking Activity</u>
3574/2	10/94	Supporting Arms Examination	TBS
3574/9	6/93	PFI M9 .9MM	TBS
3590/1	3/93	Interservice Rifle Match Competitor Support Personnel Entry	WTBN
3590/2	7/91	Rifle Team 1000 YD Score Card	WTBN
3590/3	7/91	Rifle Team Score Card	WTBN
3590/4	6/96	Equipment List - Rifle Team	WTBN
3591/9	3/93	Locator Card - Interservice Rifle Match	WTBN
3591/10	3/93	Match Name	WTBN
3591/11	8/98	Interservice Warm-up Match Score Card	WTBN
3591/12	9/98	Shooting Scores	WTBN
3591/18	3/93	Entry and Score Card for Infantry Team Match	WTBN
3591/19	3/93	Four Man Rifle Team	WTBN
3591/20	3/93	Six-Man Team Card - High Power Rifle	WTBN
3591/21	4/94	Entry Level Marksmanship Phase III Score Card:...Low Light/Darkness Engagement	WTBN
3591/21A	4/94	Entry Level Marksmanship Phase III Score Card:...Moving Target Exercise	WTBN
3591/21B	4/94	Entry Level Marksmanship Phase III Score Card:...Multiple Target Engagement	WTBN
3591/21C	4/94	Entry Level Marksmanship Phase III Score Card:...Field Protective Mask	WTBN
3591/21D	4/94	Entry Level Marksmanship Phase III Score Card	WTBN
3591/21E	4/94	Entry Level Marksmanship Phase III Score Card:...M-16 Weapon Presentation	WTBN
3591/23	3/94	Entry Level Marksmanship Training Course Evaluation/Critique	WTBN
3593/1	2/90	Distinguished Shooters Record Card	WTBN
3593/5	1/92	B.F.T. Kim's Test	OCS
3593/6	4/95	BFT Test Water Stop Accountability	OCS
3593/7	4/95	BFT Weapon Stripping & Assembly	OCS
3760/2B	7/96	Airborne Early Warning	WGAC
4015/1	4/69	Request for Modification of Allowance LOGD	
4035/1	11/92	Shipping Label	LOGD
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<u>Number</u>	<u>Issued/ Revised</u>	<u>Title</u>	<u>Stocking Activity</u>
4050/1	11/92	Member Inspection Service	LOGD
4061/2	9/93	Planned Inspection Checklist	FOODSVC
4061/3	9/93	Planned Inspection Addendum Sheet	FOODSVC
4061/4	9/93	Review of Subsistence Accountability	FOODSVC
4061/5	9/93	Sanitation and Technical Card and Record Review	FOODSVC
4061/6	9/93	Sanitation and Technical Checklist	FOOFSVC
4280/4	6/93	Notice of Change of Occupancy Maintenance	PWB
4280/5	6/93	Inspection Report:...Change of Occupancy Maintenance	PWB
4400/1	9/98	Requisition Worksheet	T&ECom
4400/2	10/87	Supply Request Folder	T&ECom
4400/3	1/90	OCS Supply Support Request	OCS
4400/4	7/98	Purchase Request Document	SUP/MT
4404/1	10/83	Demand Card	MATB
4410/1	8/90	Request for Assignment/Adoption of NSN	MATB
4410/3	11/95	Item Identification Card	MATB
4430/2	6/96	Transfer of Plant Property Class III	MAINTB
4430/3	10/98	Receipt for Class III or IV Plant Property	LOGD
4430/4	10/98	Plant Property Inventory Sheet	LOGD
4440/3	1/91	Ammunition Inventory by MAG	MATB
4440/4	1/91	Ammunition Inventory Sheet	MATB
4440/6	8/94	Desk Sergeant Inventory	SCBN
4440/6A	8/94	Gate Sentry Inventory	SCBN
4440/7	9/89	MILES Usage Data	TAVSC
4440/10	10/98	Auto Hobby Shop Tool Box Inventory	RECB
4440/10B	6/98	Auto Hobby Shop Tool Box Inventory #2	REC
4440/12A	6/91	Room Inventory Checklist	SNCOA
4610/2	2/90	BPO/BPA Call-in Sheet	MCCS
4610/6	8/91	Inbound Status Cards (TMO)	LOGD
4630/1	3/92	Return Transportation	RSU
4631/1	11/98	Airlift Request	BASE

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<u>Number</u>	<u>Issued/ Revised</u>	<u>Title</u>	<u>Stocking Activity</u>
4640/1	3/91	Safe Driving Achievement Certificate	SUP/MT
4640/2	4/97	Trip Ticket	P&CB
4640/3	9/98	MILES Individual Memorandum Receipt	CVIC
4640/5	1/99	Joint Vehicle Inspection	CVIC
4641/1	6/98	Vehicle Mileage/Hours Report	SUP/MT
4641/2	8/96	Commercial Vehicle Operational Record	BLKFMS
4641/3	2/92	Crane Condition Inspection Record	SUP/MT
4641/4	2/92	Certification of Load Test	SUP/MT
4641/5	3/01	Crane Operator's Daily Check	LOGD
4650/3	3/91	Reservation Record (TMO)	LOGD
4670/3	9/98	Operators Preventive Maintenance Checks and Services	SUP/MT
4670/4	9/98	Weekly Preventive Maintenance Checks and Services #2	SUP/MT
4700/9	8/89	Preventive Maintenance Checklist for Shindaiwa Weedeater	WTBN
4700/11	8/89	Preventive Maintenance Checklist for Yazoo Lawn Mowers	WTBN
4700/12	8/89	Preventive Maintenance Checklist for Service Star Lawn Mowers	WTBN
4700/14	8/89	Preventive Maintenance Checklist for John Deere 850 Tractor	WTBN
4700/16	8/89	RTE Drop Sheet Master	WTBN
4701/1	12/91	Daily Ticket Listing	MAINTB
4730/2	1/90	Operators Maintenance Discrepancy Report	TBS
4730/3	9/98	Auto Hobby Shop Limited Technical Inspection	RECBR
4730/4	6/98	Facilities Maintenance Confirmation Receipt	MAINTB
4730/5	2/95	P.M. Service Tag	MAINTB
4730/6	11/95	Equipment Inspection Tag	MAINTB
4730/7	8/97	Operator's Maintenance (Weekly)	SUP/MT
4730/8	12/96	Roadmaster Report	SUP/MT
4790/1	9/89	Daily Log	MAINTB
4790/2	9/89	Weekly Preventive Maintenance Checklist for Prime Movers	TBS

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<u>Number</u>	<u>Issued/ Revised</u>	<u>Title</u>	<u>Stocking Activity</u>
4790/4	1/90	Weekly Maintenance Report	OCS
4790/5	1/90	Weekly Preventive Maintenance for Trailers	TBS
4790/6	1/90	Weekly Preventive Maintenance Sheet for HMMWV'S	TBS
4790/7	7/98	Vehicle Inspection Sheet	TBS
4790/8	1/95	Steam Generation Daily Plant Log	MAINT
4790/9	3/91	Boiler Log	MAINT
4790/10	8/96	Service Work Request	MAINT
4790/10A	8/90	Miscellaneous Work To Be Done By Cyclic Maintenance	MAINT
4790/13	2/92	MIMMS/Supply Worksheet	TBS
5000/1	5/89	Information Out Going Correspondence - Folder	FSB
5000/2	5/89	Memorandum Sheets	BLKFMS
5050/1	8/97	VIP's Attending Graduation	OCS
5070/2	1/97	Date Due	MCU
5070/3	1/61	Library Book Borrowers Card	MCU
5070/4	9/74	Library Book Issue Card	MCU
5070/5	4/95	Reserve Book Request	MCU
5070/6	6/98	Information Request	MCU
5070/7	8/98	Interlibrary Loan Request	MCU
5070/8	1/94	DTIC Document Request	MCU
5070/9	7/96	Magazine Borrowers Card	MCU
5070/11	6/98	Borrower Registration Record	MCU
5070/12	6/98	James Carson Breckinridge Library Research Resources for Technical Studies	MCU
5070/13	6/98	Family Child Care Lending Library Checkout	FSC
5080/8	9/97	Marine Corps Research Center DTIC Document Request	MCU
5090/1A	5/99	Request for Environmental Impact Review	NREA
5100/1	8/00	Supervisor's Mishap and Injury Report	SAFD
5100/2	11/90	Safe Driving Award	OCS
5100/3	11/96	Safety Eyewear Request	SAFD
5100/4	11/96	Hazardous Material Inventory	SAFD

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<u>Number</u>	<u>Issued/ Revised</u>	<u>Title</u>	<u>Stocking Activity</u>
5100/5	5/00	Confined Space Entry Permit	SAFD
5100/6	11/96	Lockout/Tagout Standard Operating Procedure Policy/Guidelines	SAFD
5100/7	6/98	Lockout/Tagout Procedures Checklist for Energy Source Determination	SAFD
5100/8	3/98	Statement of Understanding	SAFD
5100/9	11/96	Lockout/Tagout Certificate	SAFD
5100/10	11/96	Lockout/Tagout Procedures List	SAFD
5100/11	11/96	Industrial Hygiene Service Request	SAFD
5102/1	10/96	OCS Immediate Accident Report	OCS
5119/1	9/94	MCCDC Mailroom Mail Survey	ADJ
5200/1	2/99	Vulnerability Assessment Worksheet	REAB
5211/1	9/91	Record of Disclosure	TBS
5211/2	4/96	Autobiography	OCS
5216/1	4/99	MCB Routing Sheet (ADJ)	BLKFMS
5216/1A	6/98	Central Files Routing Sheet	ADJ
5216/2	1/95	Routing Slip	PWB
5216/3	3/95	Office of the Staff Judge Advocate Routing Sheet	SJA
5216/4	10/98	Amphibious Warfare School Routing Sheet	AWS
5216/6	7/99	Routing Slips	RECB
5216/7	10/96	Fax Cover Sheet	REAB
5216/8	10/96	Notes...Visitor/Memo of Meeting	REAB
5216/9	6/98	Comtroller Division.Routing Sheet	COMP
5216/10	10/96	Memorandum for.Management of Blank Forms	REAB
5216/11	10/96	Forms Information Telephone Directory	REAB
5216/12	10/96	Telephone and Address Directory	REAB
5216/13	2/90	Record of Conversation	P&CB
5216/13A	1/93	Record of Telephone Call	RSU
5216/14	10/96	Telephone Conversation Record	REAB
5216/16	3/92	Routing Slip	SNCOA
5216/17	4/91	Retail Branch Route Slip	MCCS
5216/23	1/93	Family Service Center Route Sheet Large	FSC
5216/23A	9/92	Family Service Center Route Sheet Small	FSC

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<u>Number</u>	<u>Issued/ Revised</u>	<u>Title</u>	<u>Stocking Activity</u>
5220/7	1/81	Interview Worksheet	SCBN
5230/1	12/98	Key Punch Data Sheet	MAINT
5230/2A	7/90	Advance Student Data Sheet	SNCOA
5230/2C	9/90	Student Data	OCS
5230/5	6/96	Officer Student Information	TBS
5230/6	7/98	Company " " Officer Student Information	TBS
5230/7	8/94	Locator Key Punch Notice	MAINTB
5290/6	12/89	Equipment Sub-Custody Record Card	CVIC
5296/2	10/89	Vehicle Preventive Maintenance	MAINTB
5330/1	11/91	Master Schedule Sheet	MAINTB
5330/1A	12/91	Master Schedule Sheet II	MAINTB
5353/1	7/98	Drug/Alcohol Interview Request	FSC
5353/2	7/95	Questionnaire About Drinking Habits	FSC
5353/5	7/89	Chronological Log (Substance Abuse Counseling Center)	FSC
5360/1	8/98	Funeral Support Checklist	OPSD
5420/1	9/91	12 Step Meeting Journal	HRB
5500/1	3/91	Armory Access Log (Controlled)	TBS
5500/1A	3/91	Armory Checkout/In Sheet	TBS
5500/2	1/90	Military Police Duty Roster/Section	SCBN
5500/3	1/91	Military Police Checkpoint List	SCBN
5500/4	2/71	Military Police Alert	SCBN
5500/5	12/96	Privately Owned Weapons Permit	SCBN
5500/6	9/91	Military Police Property Receipt	SCBN
5500/7	9/90	Monthly Evaluation Sheets	BRIG
5500/8	2/91	Bomb Data Card	SCBN
5500/9B	4/93	Identification Record/Identifiable Characteristics	SCBN
5500/10	7/90	Declaration of Refusal	SCBN
5500/11	4/97	United States District Court Violation Notice	SCBN
5500/12	7/91	Statement Form	SCBN
5500/12A	8/91	Statement Form II	SCBN
5500/12B	8/91	Statement Form III	SCBN
5500/13	10/78	Crime Prevention Report	SCBN
5500/14	3/81	Valuable Property Record	SCBN
5500/15	5/94	Attendance Roster	SCBN

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<u>Number</u>	<u>Issued/ Revised</u>	<u>Title</u>	<u>Stocking Activity</u>
5500/16	10/97	Ammunition Receipt	SCBN
5500/17	6/93	Notification of Violation(s)	SCBN
5500/18	12/90	Minor Violation Report	SCBN
5500/19	7/94	Minor Offense Report	SCBN
5500/20	8/94	After Action Drill Report	SCBN
5500/21	8/94	Alarm Activation	SCBN
5511/3	8/98	Classified Document Receipt	ADJ
5511/16	6/98	Local Records Check	SCTYM
5511/20	6/98	Custodian's Running Inventory of COMSEC Material	CMCC
5511/21	6/98	One-Time Keying Material Destruction Report	CMCC
5512/2	8/91	ID Cards	OCS
5512/2A	11/91	Active Duty Identification Card	TBS
5512/4	4/91	Visitor Badge	BRIG
5512/5	4/91	Staff Temporary Badge	BRIG
5512/10	12/96	Animal/Pet Registration	SCBN
5512/18	12/96	Temporary Vehicle Pass Officer (BLUE)	SCBN
5512/18A	1/97	Temporary Vehicle Pass Enlisted (RED)	SCBN
5512/18B	11/97	Temporary Vehicle Pass Civilian (GREEN)	SCBN
5512/18C	12/96	Temporary Vehicle Pass (Construction Workers) (BLACK)	SCBN
5512/25	11/88	Visitor Pass	SCBN
5512/25A	10/98	Visitor Pass Log	TBS
5521/2	7/89	Incident/Complaint Report	SCBN
5521/2A	4/90	Incident/Complaint Report Window	SCBN
5521/7	7/89	Field Interview Card	SCBN
5521/9	8/89	Incident Report (Recreation)	RECB
5527/3	9/97	Sniper School Field Sketch	WTBN
5527/4	2/99	Accident Investigation Insurance Exchange Slip	SCBN
5530/3B	6/98	Military Police Desk Blotter	SCBN
5530/3C	6/98	Warning Military Police Report	SCBN
5532/1	3/91	Key Control Log	TBS
5532/5	11/89	Key Inventory	OPSD
5532/6	1/90	Control Key Log Inventory	BRIG
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<u>Number</u>	<u>Issued/ Revised</u>	<u>Title</u>	<u>Stocking Activity</u>
5532/7	2/90	Key Custody	TBS
5532/8	8/90	ASF Guard Roster for the Month of _____	TBS
5560/1	9/89	Traffic Offenses	SCBN
5560/2	5/89	Out of Service Vehicle	SCBN
5560/3	11/77	Impounded Vehicle Record	SCBN
5560/4	6/97	Request for NDR Search	SCBN
5560/5	9/90	Radar Calibration	SCBN
5560/6	10/97	Nonmovement Citation	SCBN
5560/7	1/99	Notice From Military Police	SCBN
5560/11	1/91	Vehicle Registration	OCS
5560/12	2/91	Contractor Pass	SCBN
5560/13	12/92	Parking Bulletin	SCBN
5580/1	2/97	Index Cards for Reports	SCBN
5580/2	9/90	D.W.I. Investigation Field Notes	SCBN
5580/3	9/90	Military Suspect's Acknowledgement and Waiver of Rights	SCBN
5580/4	9/90	Civilian Suspect's Acknowledgement and Waiver of Rights	SCBN
5585/1	9/98	Summary Training Aid Record	REAB
5585/2	9/98	Summary Training Aid Record #2	REAB
5585/3	9/98	Summary Training Aid Record #3	REAB
5585/4	9/98	Supplemental Summary Training Aid Record	REAB
5585/5	9/98	Detector Dog Training Supplemental	REAB
5600/2	10/96	Forms Request	REAB
5600/3	10/96	Forms Analysis Questionnaire (REA)	REAB
5600/4	10/96	Notice of Cancelled Form (REA)	REAB
5600/5	10/96	Forms Usage Information	REAB
5721/1	8/96	Guest Lecture Rating	AWS
5810/2	5/90	Captain's Mast/Office Hours Guide	OCS
5811/1	11/81	Consent to Search	SCBN
5811/7	6/97	Procedure for Warning and Advising A Suspect of his Rights	TBS
5821/1	8/98	Occupant Pest Control Service Request	FHB
5821/2	8/98	Self Help Pest Management Occupant Check-in	FHB

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<u>Number</u>	<u>Issued/ Revised</u>	<u>Title</u>	<u>Stocking Activity</u>
6000/1	6/98	Record of Emergency Data	OCS
6000/7	4/96	Heat Stress Card (OP)	BLKFMS
6100/1	3/92	HQSB Physical Fitness Tally Sheet For PFT	HQSB
6100/1A	7/90	PFT Cards	SNCOA
6100/3	6/90	Weight Control Roster	SNCOA
6100/5	11/90	Certificate of Completion Marksmanship Instructor Course	WTBN
6100/14B	8/90	Certification of Appreciation (Family Service)	HRB
6120/2	1/90	Physical Examiners Certificate	SCBN
6150/1	1/92	Patient Disposition (NMCL at OCS use only)	OCS
6150/2	4/96	MCCDC Child Development Services Registration Card (Immunization Data Chart)	FSC
6150/3	8/98	Child Development Service (CDS) Medical Dispensation Record	FSC
6150/3A	11/96	Medical Dispensational Record	FSC
6150/4	11/96	Family Child Care Authorization to Consent to Medical Care	FSC
6150/5	6/91	Immunization Questionnaire	OCS
6150/6	1/92	Patient Disposition/Complete	OCS
6150/7	3/92	Authorization for the Release of Medical/Psychological Information	FSC
6150/8	2/99	Child Development Program Health Assessment	CDC
6150/8A	8/96	Child Development Center Marine Corps Base Contract/Registration Pkg	FSC
6200/1	1/90	WBGT Index Log Sheet for WBGT Meter	OCS
6220/1	11/90	Infectious Disease Questionnaire	BRIG
6260/1	1/99	Check-off for Asbestos Removal	SAFD
6260/2	1/99	Supervisor's Checklist for Asbestos	SAFD
6260/3	1/99	Asbestos Worksite Entry/Exit Log	SAFD
6260/4	1/99	Asbestos Waste Shipment Record	SAFD
6300/1	3/99	Request for Medical Clearance for Respirator Use Questionnaire	SAFD

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<u>Number</u>	<u>Issued/ Revised</u>	<u>Title</u>	<u>Stocking Activity</u>
6310/1	2/99	Accident Report	CDC
6320/1	7/98	Injury Report for MCCDC/MCB Personnel	SAFD
6530/1	5/90	Urinalysis Ledger	OCS
6530/2	6/91	Random Urinalysis Roster	TBS
7100/1	2/90	SABRS Budget Formulation Worksheet	COMP
7132/2	5/00	Non-labor Reconciliation Sheet	REAB
7200/1	8/99	Transportation Between Place of Lodging and Place of Business	FINBR
7200/2	9/98	TAD Computations	FINBR
7200/3	1/99	PCS Computation Sheet	FINBR
7200/4	6/99	Check Transmittal	FINBR
7200/5	6/99	Lodging Statement in Lieu of Receipts	FINBR
7200/6	9/98	Check Listing	FINBR
7200/8	9/98	Official In and Around Mileage at TAD Sites	FINBR
7200/9	6/99	Miscellaneous Statement in Lieu of Receipts	FINBR
7200/10	9/98	Request for Advance Dependents Travel and/or Dislocation Allowances	FINBR
7200/11	9/98	Temporary Travel Order Request	REAB
7200/12	9/98	Civilian Permanent Change of Station (PCS) Relocation Payment History	FINBR
7200/13	11/94	Travel Itinerary for the Purpose of Accountability of Elapsed Time in Connection with PCS/TAD Travel	EF/FINBR
7200/14	9/98	Claim for Temporary Quarters Subsistence Expenses/Foreign Transfer Allowance (SE)	FINBR
7200/15	6/99	Request for Research of Claim	FINBR
7200/16	6/99	TLE Worksheet	FINBR
7200/17	6/98	TAD Checklist	FINBR
7200/18	11/98	Electronic Funds Transfer (EFT) Request	FINBR
7220/2	6/98	Disbursing Data Entry WorkSheet	FINBR
7220/2A	5/94	Allotment/Bond Request	WTBN

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7220/3	4/93	Allotment	TBS
7220/4	9/98	LES Reconstruction Sheet	FINBR
7220/5	6/98	Leave Computation Certificate	FINBR
7220/7	2/97	Temporary Additional Duty Checklist For Fund Administrators	REAB
7220/8	6/99	Document Transmittal Letter (DTL)	FINBR
7220/9	7/98	USMC Military Payroll Money List	FINBR
7220/11	6/99	Disbursing Data Entry Worksheet (OTH)	FINBR
7220/12	6/99	SRB Computation Worksheet	FINBR
7220/13	3/00	Checklist for Incoming Separation Packages	
7240/1	6/98	Honorarium Payment	REAB
7240/2	2/97	Escort Officer Checklist	REAB
7270/1	3/90	Receipt	BRIG
7300/1	1/99	Fund in Administrator Allocation	BGTB
7300/2	6/93	Accounting	EF/MAIN/TB
7300/4	10/98	Housing Branch Work Order	FSC
7321/3	10/98	Plant Property Section, Property Control Office Materiel Branch	LOGD
7322/1	10/90	Minor Property Inventory	LOGD
7330/1	9/98	General Flag Officers Housing Cost Report #1	ACCTB
7330/2	9/98	General Flag Officers Housing Cost Report #11	ACCTB
7330/3	9/98	General Flag Officers Housing Cost Report #12	ACCTB
7330/4	9/98	General Flag Officers Housing Cost Report #351	ACCTB
7330/5	9/98	General Flag Officers Housing Cost Report #376	ACCTB
7330/6	9/98	General Flag Officers Housing Cost Report #350	ACCTB
7330/7	9/98	General Flag Officers Housing Cost Report #366	ACCTB
7421/1	11/85	Timecard Certification	ACCTB
7421/2	7/92	Timecard Changes	ACCTB

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7430/1	9/98	Administrative/Pay Discrepancy Sheet	CCSS
7430/2	6/89	Dogtag and Leave Request	OCS
7548/1	3/86	Certificate of Cash Count - Cash on Hand (REA)	REAB
8000/1	4/92	Certificate of Inspection	LOGD
8000/2	10/90	Ordance Technical Inspection Sheet	OCS
8000/6	8/90	DNCO ASF Checklist	TBS
8010/1	8/90	Summary of Commitment Discrepancies	TBS
8015/3	7/98	Rifle Count	TBS
8015/4	7/98	Pistol Count	TBS
8015/5	6/90	OCS Armory Daily Inventory	OCS
8015/6	10/92	Limited Technical Inspection (LTI) Records	OCS
8015/7	6/90	Armory Working Count Sheet	OCS
8015/8	1/96	Weapons Practical Evaluation	TBS
8015/9	5/94	Storage Work Order	LOGD
8015/10	5/94	BOH Verification	LOGD
8015/11	12/98	Inventory Sheet	LOGD
8015/12	6/98	Data Sheet for Weapons, Ammunition and Targets	TBS
8020/2	1/91	Certification of Ammunition Serviceability	MATB
8020/3	2/93	Notice of Ammunition/Explosives Safety Violation/Discrepancy	SCBN
8027/2	8/97	Ammunition Expenditure Report	TBS
8027/3	8/97	Ammunition Voucher	HQSB
8027/4	8/97	AMMO Receipt/Inventory Worksheet	TBS
8027/5	11/95	AMMO Tech Work Sheet	SPT/MT
8028/1	8/90	Ammo Tech Info/Actual Time Sheet	TBS
8200/1	8/98	CAS Target Briefing Form (page 1)	TBS
8200/1	8/98	CAS Target Briefing Form (page 2)	TBS
8200/2	4/97	Appendix C Quick Fire Plan	TBS
8220/2	12/95	Call for Fire	TBS
8220/4	7/98	Scheduling Work Sheet	TBS
8220/5	11/92	Squad Leader Call for Fire Date Sheet	TBS

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8230/1	3/82	Target List Worksheet	AWS
8270/1	2/95	Computer Record Sheet	TBS
8270/2	2/95	Safety "T"	TBS
8270/3	8/98	Gun Data Sheet	TBS
8270/4	10/96	Computers Record	TBS
8300/3	6/98	Daily Sight Count Machine Gun (page 1)	TBS
8300/3A	8/98	Daily Sight Count Fire Control (page 2)	TBS
8300/3C	6/98	Daily Sight Count Rifle (page 3)	TBS
8300/3F	6/98	Daily Sight Count Maintenance (page 4)	TBS
8300/3D	2/95	Daily Sight Count Rifle (page 5)	TBS
8300/3E	2/95	Daily Sight Count Rifle (page 6)	TBS
8300/3F	2/95	Daily Sight Count Maintenance (page 7)	TBS
8300/6	6/96	Weapons Evaluation	OCS
8300/7	3/94	Weapons Evaluation Station Two	OCS
8300/8	3/94	Weapons Evaluation Station Three	OCS
8300/9	4/94	Limited Technical Inspection (LTI) Checklist	TBS
8373/1	3/91	Team Equipment IMR	WTBN
8373/2	8/91	Yearly Weapons Test USMC Rifle Team	WTBN
8421/1	12/90	81MM Mortar Computers Sheet	TBS
8900/2	6/96	Armory Problem Data	TBS
8900/4	11/97	Weapon Inspection	TBS
8900/5	4/90	Rifle Section Inventory Worksheet	TBS
8900/6	11/90	TBS ORD Serviceable/Unserviceable (Blank)	TBS
8900/7	6/98	Armory Sight Count	OCS
10110/1A	6/98	Daily Folder Checklist	FSB
10110/1B	9/96	Messhall Profile Sheet	FSB
10110/1C	9/96	Evaluation Inspection Summary	FSB
10110/1D	9/96	Revised Packaged Operational Rations	FSB

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10110/2	9/96	Food Service Technical Inspection Checklist, Section A	FSB
10110/2A	9/96	Food Service Technical Inspection Checklist, Section B	FSB
10110/2B	9/96	Food Service Technical Inspection Checklist, Section C	FSB
10110/2C	9/96	Food Service Technical Inspection Checklist, Section D	FSB
10110/2D	9/96	Food Service Technical Inspection Checklist, Section E	FSB
10110/3A	9/96	Food Service Technical Inspection Checklist, Section F	FSB
10110/3B	9/96	Food Service Technical Inspection Checklist, Section G	FSB
10110/3C	9/96	Food Service Technical Inspection Checklist, Section H	FSB
10110/4	2/96	Leftover Food Label	FSB
10110/4A	9/96	MOS Individual Training Sheet	FSB
10110/4B	9/96	Personal Data Sheet	FSB
10110/4C	9/96	Counseling Record	FSB
10110/5	9/96	Job Rotation	FSB
10110/5A	9/96	Formal Schools	FSB
10110/5B	9/96	Disciplinary Action	FSB
10110/6	9/96	Minor Property Inventory	FSB
10110/6A	9/96	Messhall Monthly O&MMC Balance Worksheet	FSB
10110/8	9/96	Daily Cost Analysis	FSB
10110/8A	6/98	Food Nutrition Label	FSB
10110/10	9/96	Special Meal Request	FSB
10110/11	10/91	PRS #1 Provide Quality Control Program	FSB
10110/12	10/91	PRS #2 Provide Food Preparation	FSB
10110/13	10/91	PRS #3 Provide Food Service	FSB
10110/14	10/91	PRS #4 Provide Self Service Items	FSB
10110/15	10/91	PRS #5 Provide Head/Count/Cashier	FSB
10110/16	10/91	PRS #6 Administrative Requirement	FSB
10110/17	10/91	PRS #7 Perform Dining Area Preparation	FSB
10110/17A	10/91	PRS #8 Perform Floor Cleaning	FSB
10110/17B	10/91	PRS #9 Perform Dishwashing	FSB
10110/17C	10/91	PRS #10 Perform Equipment Cleaning	FSB
10110/17D	10/91	PRS #11 Perform Pot and Pan Cleaning	FSB

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10110/18	10/91	PRS #12A Prepare Special Meals/Box Lunches	FSB
10110/18A	10/91	PRS #12B Prepare Field Meals/ Beverages	FSB
10120/1	12/98	Uniform Alterations Authorization	LOGD
10160/1	9/98	Dispossession Inspection Report	FHB
10340/1	11/98	Fuel Meter Ticket	MATB
10570/1	9/93	Release, Waiver, and Disclosure	SCBN
11014/1	4/90	BOQ Maintenance Request	TBS
11014/2	6/86	Routing Notes	MAINTB
11014/3	4/90	Maintenance/Structural/Furniture Discrepancies	TBS
11015/1	7/91	NREA-Weekly Firewood/Hunting/ Fishing Permit Sales	NREA
11015/1A	11/96	Firewood Permit	NREA
11015/2	7/98	Conservation Volunteer Hunting Checkout Privilege Card	NREA
11015/2A	7/98	Conservation Guest Hunting Checkout Privilege Card	NREA
11015/2B	8/97	Mainside Hunting Checkout Privilege Card	NREA
11015/3	4/95	Warning Notice	NREA
11015/4	7/98	MCB Hunting Reservation	NREA
11015/5A	8/00	Application to Hunt or Trap at MCB	NREA
11015/6	Annually	Annual License to Fish	NREA
11015/7	Annually	5 Day License to Fish	NREA
11015/8	Annually	Hunting License	NREA
11015/9	7/90	Daily Hunting Area Information	NREA
11015/10	6/98	MCB Hunting Permit	NREA
11015/11	6/98	Hunters Parking Permit	NREA
11015/13	4/93	Volunteer Application	NREA
11015/13A	4/93	Volunteer Agreement	NREA
11101/1A	8/98	Rating Sheet	FHB
11101/2	2/01	Housing Referral Address and Evaluation Form	FHB
11101/3	1/98	Family Housing Office Business Card	FHB
11101/4	10/92	Quarters Occupancy Notice	FHB

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11101/5	1/98	Application/Waiting List Card	FHB
11101/5A	1/98	Family Housing Office Gray Card	FHB
11101/8	8/98	Notice of Intent to Vacate/ Housing Clearance Report	FHB
11101/9	8/98	Family Housing Area Police Inspection Notice	FHB
11101/9A	11/93	Area Police Inspection Notice	FHB
11101/10	3/88	Agreement for Occupancy of Mobile Home Space for Privately Owned	FHB
11101/11	8/98	Housing/Apartment Condition Report	FHB
11101/11B	9/98	Inspection Sheet	FHB
11101/12	8/98	Househunter's Scorecard	FHB
11101/13	5/89	Change of Occupancy	FHB
11101/13A	9/98	Project Manager's Report (Change of Occupancy)	FHB
11101/14	9/98	Quarters Condition Report #2	FHB
11101/14A	9/98	Quarters Condition Report #1	FHB
11101/16	9/98	Pink Release Sheet	FHB
11101/17	9/98	Leave Information	FHB
11101/19	2/95	Notice to Housing Unit Occupants/ Liability for Damage to Assigned Quarters	FHB
11101/19A	8/98	Final Checkout Inspection	FHB
11101/21	9/98	Charge Occupant Form	FHB
11103/4	11/96	BOQ Maintenance Request	TBS
11103/5	4/01	Advance BAH Application	CONAD
11104/1	10/90	Swimming Pool Operation Record	MAINTB
11120/1	2/93	Post Card Permit #8	ADJ
11163/1	11/92	Magazine Inspection Report	SCBN
11240/1	10/98	Transportation Request	SUP/MT
11240/3	7/93	Government Motor Vehicle Backing Regulations	SCBN
11240/6	7/90	Order for Vehicle Parts	TBS
11240/7	8/90	Weekly PM Sheet For M-813	TBS
11240/7A	2/92	Inventory for Tool Kit (M-813)	TBS
11240/7B	2/92	Inspection (M-813A1)	TBS
11240/7C	7/94	Inspection (M-998)	TBS
11240/9	3/96	Basic Motor Vehicle Operator Course Card	SCBN
11240/10	5/92	Emergency Vehicle Operator Course	SCBN

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11262/1	9/98	Operator's Daily Checklist	MAINTB
11262/2	9/98	Mobile Equipment Condition Inspection	MAINTB
11262/3	1/99	Hoist Inspection Checklist	MAINTB
11262/4	9/98	Forklift Condition Inspection Record	MAINTB
11262/5	11/98	Rigging Equipment Inspection Record	MAINTB
11262/6	9/98	Certification of Load Test Record	MAINTB
11300/1	9/93	Utilities Outage	MAINTB
11300/2	6/98	Refuse Collection	MAINTB
11300/6	2/99	Trailer Site Meter Reading	FHB
11320/1	8/94	Fire Drill	SCBN
11320/5	12/89	Roll Call Card	FIRE
11320/6	3/90	Fire Inspector's Report	FIRE
11320/7	6/98	Welding and Cutting Permit	FIRE
11320/13	4/92	Nightly Fire Security Checklist	FIRE
11320/50	2/95	Coffee Mess	FIRE
11330/1	2/96	Camp Barrett/Camp Upshur Water Treatment Plant (one sided)	MAINTB
11330/2	11/90	Mainside Advanced Wastewater Treatment Plant	MAINTB
11330/3	11/93	Mainside Wastewater Treatment Plant	MAINTB
11330/3A	3/95	Quantico Mainside W. W. T. P. AWT Log	MAINTB
11330/4	3/95	Wastewater Treatment Plant Pumping Log Sheet	MAINTB
11330/5	11/95	Mainside Waterworks (one sided)	MAINTB
11330/7	9/97	Cross Connection Inspection	MAINTB
11330/8	3/95	Centrifuge	MAINTB
11345/7	12/92	Pump Maintenance	MAINTB
11345/8	8/80	Daily Log Sheet	MAINTB
11370/1	11/95	Daily HTHW Boiler Operations Chart Camp Barrett	MAINTB
11380/1	6/87	Refrigerator Temperature Chart	FSB
12240/6	5/89	Quantico Military Police Motor Carrier Safety Check	SCBN
12290/1	5/94	Personnel Cards	RECB

12300/1 10/90 Client Registration

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<u>Number</u>	<u>Issued/ Revised</u>	<u>Title</u>	<u>Stocking Activity</u>
12340/6	6/96	Emergency Notification Record	BASE
12430/1	1/90	Squad Peer Evaluation	OCS
12430/2	10/96	Individual Drill Evaluation #3 & #4	OCS
12430/3	10/96	Individual Drill Evaluation #1 & #2	OCS
12430/5	1/90	SULE II Evaluation	OCS
12430/6	4/91	Primary Instructors Comments	TBS
12610/1	11/90	Work Schedule	RECB
12750/1	10/98	Sorry We Missed You	MAINTB
12750/2	5/89	Nobody Home Tag	MAINTB
12831/2	4/96	Preretirement Information Program Critique	FSC
12831/3	7/91	Separation/Retirement Counseling Acknowledgement	FSC
12831/5	3/95	Preseparation Information Program Critique	FSC
12831/6	3/95	Preseparation Information Program Critique II	FSC

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